Career Services and Student Employment Office (CSSEO)

Qatar Foundation Student Employment Program

Information Guide and Policies

Office of Faculty and Student Services
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Introduction

The Qatar Foundation Student Employment Program (QF-SEP) focuses on creating a learning environment conducive to students’ gaining practical work experience while attending one of the academic programs in Eduations City. The program supports Qatar Foundation’s vision of building human capacity.

The Student Employment opportunities at Education City are designed to be valuable experiences, which not only offer financial rewards, but also prepare students for professional training that enhances their career development. Students have the benefit of working in an environment suited to their skills, preferences and possible career goals. On-campus employment offers an opportunity for students to demonstrate their strengths and willingness to work and learn. These attributes are important in any profession and increase students’ employability.

Prospective employers contact Site Supervisors for references; therefore, it is advantageous for the student to be a conscientious, dependable employee.

Qatar Foundation Student Employment is an Education City paid work opportunity for current students. It is the goal for new graduates to be able to use their employment experiences as a work reference. Student employment positions generally do not require the specific skills often necessary for internships and are not eligible for academic credit.

Note:

This manual is published by Careers Services and Student Employment Office (CSSEO) of the Education Division at Qatar Foundation with the main purpose of addressing the policies and procedures that govern the Qatar Foundation Student Employment Program. If, after consulting this manual you still have questions, please contact the CSSEO at 4454-0390, or send an email to: studentemployment@qf.org.qa

While the information contained in this publication is in effect at the time of publication, there is always the potential for revision in policy and procedures.

Student Employment Session Dates

Student Employment is divided into two sessions:

A. Academic year session runs from the first day of the fall semester through the week before the last day of the spring semester as specified in each branch campus academic calendar. This is relevant to the branch campus to which the student belongs.

B. Summer employment session runs from the third week after the spring semester through to one week prior to the beginning of the fall semester, as specified in each branch campus academic calendar. Students may be authorized for any portion of the employment session in which they will be working.
Types of Student Employment

Different opportunities of Student Employment are available in Education City. These positions are grouped as follows:

Regular Student Employment:
This category includes all student employment opportunities on campus. These positions have specific requirements and students are paid an hourly rate or stipend depending on the nature of the position.

Special Assignments:
These positions are part of regular student employment created to serve a special project and should not exceed one month of employment. Students are paid a stipend and not an hourly rate. Hours of employment are flexible and vary depending on the project.

Academic Enrichment Opportunities
These positions are created to support the academic teaching of the branch campuses. These jobs include Teaching Assistants and Student Tutors. Special requirements apply to qualify for these jobs. Students are paid an hourly rate.

Eligibility

Education City is a learning community and only students who meet the following conditions are eligible to work on campus during the regular academic year and/or summer session:

Regular Student Employment and Special Assignments
- Be over 17 years of age with maintaining a 2.0 GPA unless otherwise approved by the respective branch campus.
- Be a full-time student at his/her respective branch campus or center, unless otherwise cleared by the QF CSSEO and the student’s academic advisor.
- In order to be consistent with immigration policy, international students may NOT work off campus.

Academic Enrichment Opportunities:
In addition to the above points, students in an Academic Enrichment Opportunity should
- Be over 17 years of age with maintaining a 3.0 GPA unless otherwise approved by the respective branch campus, and
- have taken the course which they will be supporting or otherwise demonstrate the particular knowledge and skill the course teaches, and
- have obtained at least a B grade in the course

Note: It is the responsibility of the Site Supervisor to ensure that a student has met all of the above requirements.

Summer Employment:
Students must either:
- Have been enrolled during the previous spring semester and be pre-registered for fall at their respective institution, OR
- Be accepted for admission/re-entry to one of the Education City branch campuses for the following fall semester and be pre-registered, OR
- Be enrolled at an Education City institution for a minimum of three hours during the summer session.
The Hiring and Placement Process

The process of hiring a student is as follows:

1. **Initial Request**
   - The Site Supervisor hiring for the position should complete a SE Position Description Form and email it to the branch campus Student Employment coordinator.
   - Branch campus Student Employment Coordinator should apply through the student employment website for approval (refer to page 13).

2. **Approval**
   - The CSSEO reviews the job description requested and determines the work hours necessary for the position.
   - If approved, CSSEO will assign a pay rate for the position.
   - The CSSEO will inform the branch campus Student Employment Coordinator of approved jobs.
   - The form will be sent back electronically to the branch campus Student Employment Coordinator.
   - Position approvals or rejections will take up to five working days from the date of submission.

3. **Advertisement**
   - The position and qualifications will be disseminated through the student employment program website.
   - Branches and employers can advertise independently to their students.

4. **Hiring**
   - Interested students who meet the qualifications of a particular posted position should apply through the SEP website as indicated in the Student Employment Application Guideline (refer to page 9).
   - Site Supervisors may request additional details or documentation such as resumes or reference letters. Interviews are also the prerogative of the Site Supervisor.
     - If students have any questions regarding the position they may contact the hiring department or listed contact person.
   - CSSEO will review the request and authorize the student workers.
   - Once a student is hired, the Site Supervisor should inform the Student Employment Program Coordinator who will notify CSSEO so that they can authorize the hiring of the student in the system.
   - Once a position has been filled by a student, the Student Employment Coordinator of the branch campus will indicate that it has been filled so as to be removed from the listings.

   **Note:** All supervisors should provide an equal opportunity for all applicants and interviewees.

   After all the candidates have been interviewed, it is the responsibility of the interviewer to notify the student(s) of the outcome of the hiring decision.

5. **End of Academic Year**

The end of the academic year presents an opportunity for Site Supervisors to evaluate students’ work and recommend for a Student Employment reward.

- The Branch Campus Coordinator will contact CSSEO two weeks prior to the start of the academic year to confirm positions that will be renewed.
- All positions will be posted for new applicants.
- The employer has the right to hire the same student again for the same role if he/she sees appropriate.
Student Employment Program

Student Payments

Pay Period:
The pay period will be between the first and the last working day of each month.

Time Sheets:
The student should complete and submit the timesheet to the primary site supervisor through the SEP website in order to verify the hours worked. Timesheets are to be submitted by the end of each month or as indicated on the timesheet due-date calendar (see page...). Time sheets received after the due date will result in the student not being paid without proper justifications until the following month with a maximum grace period of only one month. Time sheets older than one month will not be processed.

The ultimate approval on time sheets will be from CSSEO, however in the case of discrepancies a notice will be sent to the Branch Campus coordinator to verify information.

Instructions for completing time sheets (further details on page 12):

1. Students should update timesheets on a daily basis.
2. Hours must be submitted in quarter hour increments and NOT in minutes and rounded to the nearest quarter hour. For example, if you worked until 6:07 put 6:00 on the time sheet and if you worked until 6:10, put 6:15.
3. Incomplete time sheets will not be processed, hence delaying payment.

Notes:

- A site Supervisor is never to require a student to falsify a time sheet by reporting hours on a day other than when they were actually working.
- If time sheets due date falls on a weekend, time sheets will be due the Sunday after.
- If time sheets are due during a national holiday, the due date will be adjusted to one week prior to the start of the holiday to allow timely processing of payments.

Receiving Pay

Payment processing will take fifteen working days before students are paid. A schedule of payment is posted on the SEP website detailing time sheet due date as well as expected payment dates.

Payments will be disbursed as direct deposits into the students’ bank accounts. Students must open a checking account if they do not already have one. Students must also ensure to fill out the accurate personal bank information for proper transition of payments into their accounts. Qatar foundation will not issue checks for payments nor will they be held responsible for inaccurate bank information.

Salary

Regular Student Employment: Students participating in a regular student employment will e paid between QR25 and QR35 per hour depending on the requirements and qualifications of the job. Special assignments will be assigned a stipend.

Academic Enrichment Opportunity: Due to the special requirements of these positions, students participating in Academic Enrichment Opportunity will be paid between QR30 and QR45 per hour depending on the requirements and qualifications of the job.
Student Employment Program

Student Employment Regulations

The following are regulations which govern the Student Employment Program

- During the academic year students can work to a maximum of 20 hours per week (Sunday-Saturday).
- No Site Supervisor shall require students to work when they are scheduled for classes or examinations.
- Students may begin working ONLY after getting the hiring confirmation link on the system. Students will not be paid for work done prior to that.
- Student employees may NOT exceed 8 hours of employment in any one day.
- It is the responsibility of the student employees and Site Supervisor to monitor the student work hours to stay within the limits.
- Although students may apply for all the positions including those advertised by other branch campuses, first priority may be accorded but not restricted to students within each branch campus.
- Summer Employment:
  - Summer employment is subject to the availability of positions and funds.
  - During the summer or other breaks, students can work full-time to a maximum of 40 hours per week (as long as it has been approved by the employer.) If the job offers less than 40 hours per week, the student may work in multiple jobs, ensuring that the total does not exceed 40 hours.
  - In order to be eligible to work 40 hours, the student must not attend any classes during the week.
  - If a student is enrolled during any of the summer sessions, employment is limited to 15 hours per week during that session.
- All students are expected to be ethical and to demonstrate impeccable integrity through their conduct as employees.

Responsibilities:
- The department must maintain a daily work record through the timesheet showing hours worked and dates.
- Each student should also keep a personal record of hours worked.
- Student employees are not entitled to paid vacation, holiday pay, or sick leave.
- Student employees are expected to give conscientious service and work 60 minutes out of every hour for which they are paid.

Community Development Advisors:
A student employed by Residence Life as a CDA must secure authorization (in writing) from their Residence Hall Director (RHD) prior to being permitted to work at any other position on campus. The number of hours the CDA will be permitted to work above and beyond those of the CDA position will be determined with consultation with their RHD and will be communicated in the letter granting authorization to work. Typically, 10 hours per week or less would be authorized by the RHD. CSSEO will check if a student is a CDA.

Two-Job Exceptions throughout the academic year:
Students can be employed at only one Education City job at a time during the academic year; however, a student may be authorized for a second on-campus job during the same period with special approval. To participate in a second campus job, the Branch Campus Coordinator must ensure that the students will not exceed 20 hours per week between both jobs. CSSEO must approve the second job and then notify both employing departments and the student.

Teaching Assistant assignments are considered one job regardless of the number of courses they support as long as it does not exceed number of hours.
Releasing Student Employment Records

Departments may confirm students’ dates of employment to an inquiring company. No further employment information may be given without written permission from the student for the release of student information.

It is the students’ responsibility to notify possible references before listing them on the student employment application.

Student Employment Dress Code

Dress for Student employees is business casual. Some consideration must be given to the fact that students have limited means and are often working between classes. If safety clothing or equipment is deemed necessary by the department, such clothing or equipment will be furnished by the department. Tee-shirts bearing language or art which is likely to offend others, torn clothing, unkempt appearance, or revealing clothing which exposes parts of the body typically covered in that work setting should be avoided.

Terminating Student Employment

If the student wishes to resign from his/her position, he/she should notify the Site Supervisor at least two weeks in advance of the last date of employment. This allows the Site Supervisor time to search for a replacement. The Branch Campus Coordinator should notify QF of the termination by e-mail in order to open up the position for another student.

Students participating in a Special Project Employment must be committed to the position they accept. If the student is not able to appear for the job, it is his/her responsibility to either notify the Site Supervisor 24 hours in advance or find a suitable replacement. Failure to do so will result in notification being sent to the student’s branch campus and could jeopardize the student’s future employment opportunities.

If a student’s work is unsatisfactory or if other conditions make continued employment inadvisable, the Site Supervisor may request that the job assignment be cancelled/terminated after the student is notified. If the student feels the termination was unjust, he/she should contact the branch campus Student Employment Coordinator and the CSSEO at 454-0401, or send an email to: studentemployment@qf.org.qa

Qatar Foundation reserves the right to terminate any student’s contract and discontinue the privilege of employment if the employment policies are violated. If there is evidence of violations, CSSEO will notify the Branch Campus Coordinator who will in turn notify the student and Site Supervisor.

Notification
After the final date of employment has been determined, the employing department must terminate the authorization request in writing and return to CSSEO.

Branch Campus Withdrawal
A student withdrawing from his/her respective branch campus is no longer eligible for student employment. The Student employment Program Coordinator at the respective campus will automatically process a termination effective from the date of withdrawal. Students continuing at another Branch Campus will need to reapply for student employment.

Automatic Termination
No action needs to be taken by the Site Supervisor/employing department if the student works until the ending date of employment shown on the job application. Employment will automatically terminate on the date shown on the authorization.

Equal Access to Campus Employment Opportunities

The student employment program is intended to offer an out of classroom educational experience for students and Qatar Foundation is committed to providing equal opportunities to students.
Student Guide to Student Employment Website

1) Go to the QF student employment website at the following address: tech4work.com

2) Once on the homepage, you will see a “Student Login” box in the bottom left corner. You must first “Create an Account” before you can login.

3) Once on this screen, enter all the requested Registration information and hit “Register”.

4) After Registering, you will receive confirmation email. Go to the email and click on the link to confirm your account activation.

Account Details for Kristine at Student Employment Program

Hello Kristine,
Thank you for registering at Student Employment Program. Your account is created and must be activated before you can use it.
To activate the account click on the following link or copy-paste it in your browser:
http://tech4work.com/index.php?fb= EWGm_eigasaid_eidakiaebkowibw/d3d3b3a25e322321ac1034985744af74db

After activation you may login to http://tech4work.com using the following username and password:

Username: Kristine
Password: go.eatar
5) Once you’ve clicked on the link and activated your account, you can proceed to the login page again and use your new User ID and password to sign in.

6) Once you login you will be taken to a “Personal Details” page. On this page you must AT LEAST fill out the following details:

a. Full name
b. Branch Campus
c. Telephone Number
d. Sector of Interest.

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<th>Your Personal Details</th>
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7) Also upload your resume and cover letter on this page, as these will be a requirement for most (if not all) job applications.

8) Once you save your personal details, you can click on the “Job Vacancies” option on the left hand menu.

Click on Job Vacancies to search for available positions in Education City
9) On this screen you can search for positions by specific criteria. If you would like to find a job in a specific department, then search by the “Sector”. If you’d like to view positions at one campus, search by that school location. You can also select “all” for each field to pull up all available positions in Education City.

10) Once you enter your search criteria, a number of available positions should come up. For more information on a position, click on the “Job Title”.

11) If after reading the position description, requirements and qualifications, you would like to apply, you can go back to the Job Vacancies page and click “Apply” in the right hand “Action” column. This will automatically submit your personal details and resume to the Branch Campus.

12) Employers will review your application and if interested in you they will schedule an interview. You will be notified of this via email at which point you can follow up with the employer.
Student Guide to Student Employment Website

– TIMESHEET SUBMITTAL–

After acceptance to a student employment position, you will need to be diligent in tracking your student employment hours. Below are simple instructions to follow when doing so.

1) Click on “Timesheet” under the Main Menu in the top left.

2) A calendar for the current month should appear. Here you can track each day as it is worked.

   Click “Previous” to view the prior month’s timesheet.

   Your name should appear at the top of the timesheet.

   Employment Position Title should appear in the center of your timesheet.

   Current date will be highlighted in green

3) Click on the day that you want to enter work hours.
4) Once you click on the date that you want to enter hours, the following screen will load:

- Leave date blank
- Enter total number of hours for the day. Round to nearest quarter if necessary
- Can enter brief notes of work performed that day if your supervisor requests.

5) Enter the total number of hours worked for the day into the “Hours” box. Hours should be rounded to the nearest quarter.
Ex 1: If you worked one hour and 22 minutes you would round to 1.25 (hour and fifteen minutes).
Ex 2: If you worked 2 hours and 53 minutes you would round to 3 hours.

6) The “Date” box can be left blank.

7) Click “Save”.

8) After saving, your timesheet should reappear with the following message: “Hours Saved!”
   - Saved hours should also be reflected in the updated date’s columns.
9) Once you have saved all your hours on each appropriate date, there is no need to take further action. Your timesheet will be processed after the last day of the month, provided your bank account information is accurate on your student profile.

**IMPORTANT NOTES TO REMEMBER**

1) Fill in timesheet on a daily basis!
   Do NOT wait till the last minute to go back and fill in all the dates for the past month.

2) Timesheets WILL NOT BE ACCESSIBLE FOR EDITING after the last day of the month.
   Again, you need to update your hours on a daily basis! Forgetting to do so after the month has ended is not an acceptable excuse and you will forfeit payment for timesheets not completed.

3) Bank account information must be up to date and accurate on your student profile.
   Students who do not have bank account information accurately entered will not receive payment.
Creating Employer Accounts and Posting Jobs

The steps below will show each branch campuses how to create an employer account and how to post jobs online:

**Creating employer accounts:**

- Go to student employment website [www.tech4work.com](http://www.tech4work.com)
- Go to main menu, click on “Employer”
- Under “Employer login”, click on “Create an Account” – User Name should be the initial of the branch campus e.g. CMU-TAMU…etc.
- Fill the required information and press “Register” to continue.
- You will receive an email to verify your information.
- Confirming the email will allow you to access the system.

**Post Jobs:**

- After accessing your account, Go to: Employer Menu → Post Job. Fill all required information then press submit.
- After posting all the jobs you need, you will be able to review them by clicking on “My Job Listing” under employer menu.
- At this stage you will be pending for QF-Student Employment Program approvals.

**After getting the approvals:**

- All branch campuses will be require sending QF-Student Employment Program a list of the hired students for each job.